



Program Guide

605.773.3231
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PURPOSE

The purpose of this handbook is to provide the reader with an overview of emergency management in South Dakota. It would be impractical for this handbook to include all written materials that can be found on the topic of emergency management.

We have limited the contents of the handbook to current programs within the SD Office of Emergency Management. As a user of the guide, your feedback will be greatly appreciated. This will enable us to continue to provide a useful tool for a comprehensive emergency management program throughout South Dakota.

Prepared by:

Department of Public Safety

Office of Emergency Management

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SD OFFICE OF EMERGENCY MANAGEMENT ORGANIZATION

The South Dakota Office of Emergency Management (SD OEM) is charged with the overall mission of protecting South Dakota's citizens and their property from the effects of natural, man-made, and technological disasters. To fulfill this mission, the SD OEM recognizes and utilizes the four phases of emergency management:

- ♦ **Preparedness:** Actions taken in advance of an emergency/disaster to develop operational capabilities and facilitate response operations. Such measures may include the development of plans, procedures, warnings and communications systems, mutual aid agreements, and emergency public information.
- ♦ **Response:** Actions taken during or after an emergency/disaster to save lives, minimize damages, and enhance recovery operations. These measures include activation of emergency operation centers, plans, emergency communications system, public warning, mass care, shelter, search and rescue, and security measures.
- ♦ **Recovery:** Actions taken over the short or long term to return vital life support systems to minimum standards or to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance, and mitigation of damages sustained.
- ♦ **Mitigation:** Actions that can be taken to eliminate or reduce the degree of long term risk. Such measures include building codes, public education, hazard vulnerability analysis, zoning laws and resolutions, and projects such as burying power lines, home acquisitions, etc.

In all phases, the office works with it's Federal, State, Local, Tribal, voluntary, and private partners to ensure a comprehensive emergency management system.

EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) AND STATE AND LOCAL AGREEMENT (SLA)

Emergency Management Performance Grant (EMPG) is a funding source provided by FEMA to states for the development and maintenance of emergency management programs. The State, in turn, makes a portion of this funding available to local emergency management organizations through the State and Local Agreement (SLA).

Under the EMPG and SLA, the state and local emergency management organizations are required to demonstrate performance benchmarks that are both specific and measurable in order to receive federal funding. Quarterly reports and billings document each jurisdiction's progress and allows for reimbursement for eligible expenses, including salaries.

On a day-to-day basis, SD OEM Regional Coordinators serve as liaisons between the state, local, and tribal emergency management organizations. They provide direction and coordination concerning the SLA as well as support and technical assistance with all aspects of the emergency management program. Regional Coordinators are actively engaged with the county emergency managers through all four phases of emergency management. For further information on regional coordinators, please refer to pages 29-31.

All reporting requirements and forms to participate in SLA can be found on the SD OEM secure website under the SLA/Forms folder.

For more information, please contact:

Logistics/Administration Team Leader for EMPG

Response Branch Team Leader for SLA

SD Office of Emergency Management



Preparedness

♦ Hazardous Materials:

The Hazardous Materials Emergency Preparedness (HMEP) grant program is intended to provide financial and technical assistance, as well as national direction and guidance to enhance state, local, tribal, and territorial hazardous emergency planning and training.

The HMEP grant program is carefully crafted to build upon existing programs and relationships. The HMEP grant program was designed to support the framework and working relationships established within the National Response System and the Emergency Planning and Community Right-To-Know Act (EPCRA) of 1986 Superfund Amendments Reauthorization Act (SARA) Title III.

The HMEP grant program distributes fees collected from shippers and carriers of hazardous materials to emergency responders for hazmat training to Local Emergency Planning Committees (LEPC).

The HMEP grant funds available to state governments and LEPC's are to be used for developing, improving, and implementing emergency plans under SARA Title III, conducting commodity flow studies, exercising developed plans, and training personnel for hazardous materials incidents.

For more information, please contact:

Hazardous Materials Coordinator

SD Office of Emergency Management

- ♦ **Planning:** The planning section is responsible for the State Emergency Operations Plan, Continuity of Operations Plan, other operational plans, procedure manuals, and assisting other state agencies in their planning efforts. The planning section works with multiple governmental agencies and non-governmental agencies in their planning efforts.

What is the South Dakota State Emergency Operations Plan?

The primary purpose of the South Dakota State Emergency Operations Plan is to assist state government agencies in responding to an emergency/disaster when it exceeds local government's capability to respond. Emergency and disaster conditions may require state agency personnel to perform their normal scope of work under unusual circumstances.

Normal functions which do not contribute to the emergency operation may be suspended or redirected for the duration of the emergency. It is the responsibility of each state agency to respond in a manner consistent with its capabilities as identified and agreed to in this plan.

The South Dakota State Emergency Operations Plan establishes policy for state government agencies in their response to the threat of natural, technological, or national security emergency/disaster situations. It documents the policies, concept of operations,

Planning:

organizational structures, and specific responsibilities of state agencies in their response to provide for the safety and welfare of its citizens. It addresses the need for preparedness, response, recovery, and mitigation activities to enhance the state's overall ability to cope with potential hazards.

What other plans is the Planning Section responsible for?

The Planning Section is also responsible for writing and updating the State Emergency Operations Center Procedures Manual, the Pre-Incident Procedures Manual, the SD OEM Policy Manual, and a variety of other plans and manuals.

The State Emergency Operations Center Procedures Manual contains position descriptions, checklists, and other supporting materials to ensure the State Emergency Operations Center runs smoothly and efficiently.

The Planning Section considers all of the aforementioned plans and manuals living documents. This means all of the documents are continually revised to incorporate lessons learned in past disaster experiences, training opportunities, and exercises.

For more information, please contact:

State Planner

SD Office of Emergency Management

- ♦ **Continuity of Operations:** A Continuity of Operations Plan (COOP) prepares government officials and businesses to continue their essential functions during any incident or emergency that may disrupt normal operations.

In South Dakota, all state agencies are required to create and maintain a COOP for their agency. Planners with the South Dakota Office of Emergency Management coordinate planning efforts and manage the state's continuity planning software to ensure all state agencies are able to continue their essential functions when an array of circumstances might otherwise interfere with normal operations.

For more information, please contact:

COOP Program Manager

SD Office of Emergency Management

- ♦ **Training:** The South Dakota Office of Emergency Management (SD OEM) coordinates various training opportunities throughout South Dakota and supports and encourages individuals to participate in FEMA sponsored training. The Emergency Management Institute (EMI) offers a variety of training opportunities at minimal cost to local, tribal, and state individuals seeking training. EMI information can be obtained by visiting: <http://training.fema.gov/EMI/>. FEMA also offers Independent Study Program courses to ensure various levels of training can be acquired at no cost. SD OEM supplements these training opportunities by coordinating Incident Command System (ICS) courses, All Hazards Position Specific training, and other training opportunities to local and state officials, first responders, emergency managers, elected and appointed officials at all levels of government.

The SD OEM website maintains a current listing of the course offerings and can be viewed by visiting the SD OEM website at: www.oem.sd.gov

A key component of training for emergency managers and others working within the field includes the FEMA Professional Development Series (PDS). Completion of this course series can provide a firm foundational knowledge base.

Training:

The FEMA PDS consists of the following courses:

- IS-120.a: An introduction to Exercises
- IS-230.d: Fundamentals of Emergency Management
- IS-235.b: Emergency Planning
- IS-240.a: Leadership and Influence
- IS-241.a: Decision Making and Problem Solving
- IS-242.a: Effective Communication
- IS-244.b: Developing and Managing Volunteers

Completion of these courses is a requirement for all State and Local Agreement (SLA) participating emergency managers and SDOEM staff. FEMA also offers an Advanced Professional Series (APS). Information pertaining to this program can be obtained by visiting: <http://training.fema.gov/emiweb/APS/>

Individuals may also take additional FEMA Independent Study Courses. Additional courses include:

- IS-130: Exercise Evaluation and Improvement Planning
- IS-139: Exercise Design
- IS-634: Introduction to the Public Assistance Process
- IS-701: Multi-Agency Coordination System
- IS-775: Emergency Operations Center Management and Operation (G-775 can be substituted for IS-775)

Training:

It is required for all emergency management personnel to complete the following courses to comply with National Incident Management System (NIMS) standards:

- IS-100.b: (ICS-100) Introduction to Incident Command System
- IS-200.b: (ICS-200) Incident Command System for Single Resources and Initial Action Incidents
- ICS-300: Intermediate Incident Command System for Expanding Incidents
- ICS-400: Advanced Incident Command for Complex Incidents
- IS-700.a: National Incident Management System (NIMS), An Introduction
- IS-800.b: National Response Framework, An Introduction

The following courses are periodically offered:

- L-950: NIMS All-Hazards Position-Specific: Incident Commander Course
- L-952: NIMS All-Hazards Position-Specific: Public Information Officer Course
- L-954: NIMS All-Hazards Position-Specific: Safety Officer Course
- L-956: NIMS All-Hazard Position-Specific: Liaison Officer Course

Training:

- L-958: NIMS All-Hazard Position-Specific: Operations Section Chief Course
- L-960: NIMS All-Hazard Position-Specific: Division/Group Supervisor Course
- L-962: NIMS All-Hazard Position-Specific: Planning Section Chief Course
- L-964: NIMS All-Hazard Position-Specific: Situation Unit Leader Course
- L-965: NIMS All-Hazard Position-Specific: Resource Unit Leader Course
- L-967: NIMS All-Hazard Position-Specific: Logistics Section Leader Course
- L-969: NIMS All-Hazard Position-Specific: Communications Unit Leader Course
- L-970: NIMS All-Hazard Position-Specific: Supply Unit Leader
- L-971: NIMS All-Hazard Position-Specific: Facility Unit Leader
- L-973: NIMS All-Hazard Position-Specific: Finance/Administration Section Chief Course
- L-975: NIMS All-Hazard Position-Specific: Finance/Administration Unit Leader Course

For more information, please contact:

State Training Officer

SD Office of Emergency Management

- ♦ **Exercise:** A fundamental responsibility of an emergency manager is to establish a program which will effectively provide for the protection of the lives and property of the public. This goal is attained through a variety of means, including on-going training programs and regular exercising of emergency operations plans and procedures.

Experience has shown the ability to conduct effective emergency operations is enhanced by the testing of emergency functions through the use of exercises based on simulated, but realistic emergencies. Perhaps the best way to evaluate plans is during an actual disaster; however, it is seldom possible to make adjustments in plans while reacting to an actual emergency. However, exercises can result in adjustments being made through effective follow-up action prior to an emergency need.

Exercises allow emergency management personnel from first responders to senior officials, to train and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are also a valuable tool for assessing and improving performance while demonstrating community resolve to prepare for major incidents.

In conducting exercises in South Dakota, we utilize the Homeland Security Exercise and Evaluation Program (HSEEP) methodology.

Exercise:

HSEEP is a capabilities and performance-based exercise program that provides a standard methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. The Homeland Security Exercise and Evaluation Program (HSEEP) constitutes a national standard for all exercises.

There are seven types of exercises defined within HSEEP, each of which is either discussions-based or operations-based.

Discussions-based exercises familiarize participants with current plans, policies, agreements, and procedures. They may be used to develop new plans, policies, agreements, and procedures.

- *Seminar.* A seminar is an informal discussion designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Procedure).
- *Workshop.* A workshop resembles a seminar but is employed to build specific products such as a draft plan or policy (e.g., Training and Exercise Planning Workshop - used to develop a Multi-Year Training and Exercise Plan).
- *Tabletop Exercise (TTX).* A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
- *Games.* A game is a simulation of operations often involving two or more teams, usually in a competitive environment using rules, data, and procedures designed to depict an actual or assumed real-life situation.

Exercise:

Operations-based exercises validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment.

- *Drill*. A drill is a coordinated, supervised activity usually employed to test a single specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).
- *Functional Exercise* (FE). A functional exercise examines and/or validates the coordination and command and control between various multi-agency coordination centers (e.g., emergency operations center, joint field office, etc.). A functional exercise does not involve any “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time).
- *Full-Scale Exercise* (FSE). A full-scale exercise is a multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (e.g., joint field office, emergency operations centers, etc.) and “boots on the ground” response (e.g., decontaminating mock victims).

Counties participating in State and Local Agreement (SLA) are required to conduct a drill, tabletop, or functional exercise quarterly, as well as one (1) full scale exercise each year.

For more information, please contact:

State Exercise Coordinator

SD Office of Emergency Management

Response

♦ South Dakota Health Alert Network (SDHAN):

The SDHAN is a web-based, highly reliable, persistent messaging and alerting system that utilizes e-mail, phone (landline and cellular), fax, and pagers to provide timely alert messages to registered users. SDHAN alerts are sent out by the SD Department of Health and SDOEM to users based on specific roles, groups or geographic locations. SD OEM tests the system monthly and quarterly to select groups and utilizes it during an actual event.

Upon acceptance, each member will be issued a user ID, temporary password, and the web link to log on. During initial logon, the member will be asked to complete the following:

Profile - This includes name, position, work contact information, home contact information, etc.

Alert Security Code - The 4-digit number that a user selects to identify themselves to the system for phone alerting.

Alerting Profile - Customize contact information to determine how the system will contact a user.

South Dakota Health Alert Network:

Security Question - Completing the security question allows a user to reset their password if they forget and receive a temporary one through email.

Password - A user should change the initial password to something they can easily remember. Passwords expire every 90 days.

For more information, please contact:

SD Health Alert Network Administrator

SD Office of Emergency Management

- ♦ **WebEOC:** WebEOC is a web-enabled crisis information management system developed for emergency management. WebEOC can be used during the planning, mitigation, response, and recovery phases of any emergency. It can also be used by agencies and organizations during day-to-day activities to manage routine, non-emergency operations. It has a simplified and streamlined interface that allows users to easily log-in, access boards to display information, track critical tasks, and review the latest event information.

WebEOC is incident and position specific. When an individual is in a position which requires access to WebEOC, they are assigned credentials by SD OEM. The credentials include a username, password, and position(s). The position the individual logs in as will define access to the rest of the system.

For more information, please contact:

GIS/WebEOC Specialist

SD Office of Emergency Management

- ♦ **Comprehensive Resource Management and Credentialing System:** The Comprehensive Resource Management and Credentialing System (CRMCS) is a resource management and situational awareness tool to allow county emergency managers and first responders the ability to credential personnel, provide information on availability of assets and personnel during an emergency, track those assets on scene, and allows for complete incident visibility via the internet. At its core, it is an intelligent accountability system that increases the effectiveness and efficiency of emergency services. It provides off-location command centers and on-scene responders with a common operating picture, as well as the ability to locate equipment resources located statewide, via Geographic Information Systems (GIS) mapping capabilities.

Upon completion of training, organization administrators are issued a username and password to allow them to enter information on their personnel and equipment resources, keep up-to-date records on trainings and certifications, and issue username/password combinations to others within their organization. Credential cards are then issued from one of the seven stationary printer locations throughout the state.

For more information, please contact:

Credentialing Program Coordinator

SD Office of Emergency Management

- ♦ **Emergency Management Assistance Compact (EMAC):** EMAC is a mutual aid agreement between states and territories of the United States. It enables states to share resources during natural and man-made disasters.

Under EMAC, requests and deployment of resources are made at the discretion of the affected state. At all times, affected states retain the choice of seeking resource support from states, the federal government or both as may be determined by the size of the disaster event.

EMAC works as follows: When a disaster occurs, the Governor of the affected state or territory declares a state of emergency. The impacted state assesses its resource needs and identifies shortfalls for which assistance will be requested. Authorized representatives from the affected state activate EMAC. These authorized representatives determine the state's needs for personnel and equipment and broadcasts an EMAC requisition to other states. States with available resources negotiate costs with the affected state through the EMAC network. Assisting states commit to an agreement to mobilize and deploy the agreed-upon resources (personnel or equipment) to the affected state.

Emergency Management Assistance Compact:

Once the mission is completed, resources are demobilized and redeployed to their home states. Deployed personnel provide receipts and records to their home state to develop a reimbursement package which is sent to the affected state for reimbursement.

For more information, please contact:

EMAC Program Coordinator

SD Office of Emergency Management

- ♦ **Government Emergency Telecommunications Service (GETS):** GETS provides national security (NS) and emergency preparedness personnel (EP) a high probability of completion for their telephone calls during periods of severe network congestion or disruption. GETS works through a series of enhancements to the landline network, but also provides priority calling to most cell phones on major carrier networks. Users receive a GETS calling card to access the service. This card provides access phone numbers, a Personal Identification Number (PIN), and simple dialing instructions.

To obtain a GETS card, contact the SD OEM Logistics Coordinator.

- ♦ **Wireless Priority Service (WPS):** WPS is a priority telecommunications service that improves the connection capabilities for authorized NS/EP cell phone users. In the event of congestion in the wireless network, an emergency call using WPS will be given priority in the call queue for the next available channel. WPS calls do not preempt calls in progress or deny the general public's use of the cellular network.

For more information, please contact:

GETS Coordinator

SD Office of Emergency Management

♦ **Integrated Public Alert and Warning System**

(IPAWS): IPAWS is an internet-based emergency population warning system utilized by Federal, state, territorial, and local authorities to issue critical public alerts and warnings.

IPAWS is accessed through software that meets IPAWS system requirements. There is no cost to send messages through IPAWS, although there are costs associated with acquiring compatible alert origination software. IPAWS is not mandatory and does not replace existing methods of alerting, but instead compliments existing systems and offers new capabilities. FEMA built IPAWS to ensure the President of the United States can alert and warn the American people. Federal, state, local, tribal, and territorial authorities have the opportunity to use IPAWS to send alerts and warnings within their jurisdictions. IPAWS improves alert and warning capabilities by allowing alerting authorities to deliver alerts simultaneously through multiple communication devices reaching as many people as possible to save lives and property. These communications pathways include:

- Emergency Alert System (EAS)
- Wireless Emergency Alerts (WEA)
- National Weather Service Dissemination Systems, including National Oceanic and Atmospheric Administration (NOAA) Weather Radio

Integrated Public Alert and Warning System (IPAWS):

WEAs, in particular, generate tremendous interest among alerting authorities that wish to send geographically targeted alerts via wireless cell broadcasts to smart phones. Through a partnership between the Federal Communications Commission (FCC), FEMA, and commercial mobile service providers, alerting authorities are able to send WEAs, even when cellular networks are overloaded and can no longer support person-to-person calls, texts, or emails. Many commercial mobile service providers sell WEA-capable phones with the service already opted-in so the public does not need to register to receive alerts. WEAs do not incur charges for the alerting authority sending the message or the individual receiving the WEA.

For more information, please contact:

IPAWS Coordinator

SD Office of Emergency Management

In South Dakota, all organized counties are required to have an emergency management organization and develop an emergency plan in accordance with the State Emergency Management Plan and Program (**SDCL §34-48A**). As part of this organization, each county is required to have a county emergency manager appointed by the executive officer or governing board to perform the duties associated with emergency management.

County Emergency Manager

Under the administrative direction of the county board, the county emergency manager administers a county-wide emergency management program.

Examples of duties (illustrative only):

- Develops and maintains the Local Emergency Operations Plan and tests this plan through exercises.
- Develops and establishes a warning system for the county.
- Maintains an inventory and utilization record of county equipment secured through emergency management sources.
- Prepares and presents a department budget to the appointing authority.
- Maintains liaison with county and state regional offices.

County Emergency Manager:

- Directs training of staff and volunteers and assists local jurisdictions with it's emergency training programs.
- Prepares informational material for dissemination to the public.
- Meets with interested groups to explain the emergency management program to enlist their support and cooperation.
- Activate and manage the County Emergency Operations Center.
- Coordinate with local and state entities to initiate and support the recovery process.
- Maintain county mitigation plans and identify areas at risk.

For more information, please contact:

Response Branch Team Leader

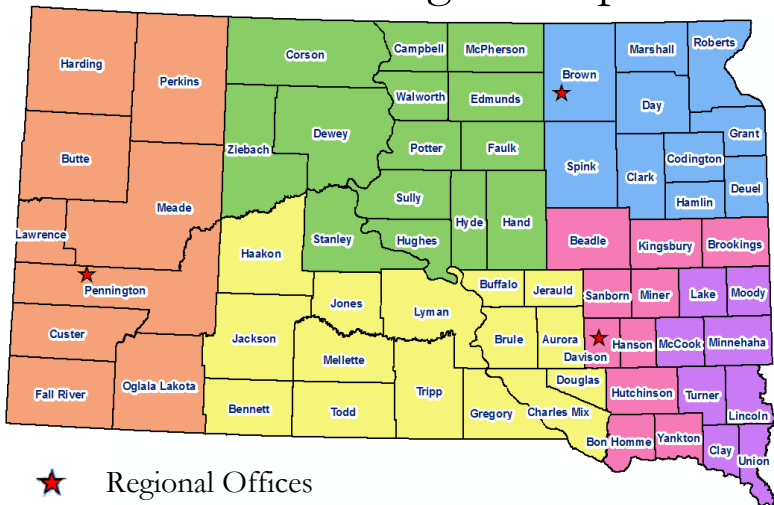
SD Office of Emergency Management

SD OEM PROGRAMS

- ♦ **Response Branch:** SD OEM Regional Coordinators are available to support a response as an SD OEM agency representative in disaster responses, recovery efforts, or planned events. Each regional coordinator is assigned a primary response area; however, the regional coordinators are available to respond anywhere in the state as needed. The regional coordinators are available to assist county and tribal emergency managers and serve as the liaison to the State of South Dakota Office of Emergency Management. The SD OEM regional coordinator can assist with situational awareness, disaster assessments, technical assistance, and resource requests.

The state is divided into 6 regions with a Regional Coordinator assigned to each region:

SD OEM Region Map



Response Branch:

Region 1 - Mitchell Field Office

PO Box 821
Mitchell, SD 57301
Phone: (605) 995-8169

Includes the counties and tribes of: Clay, Lake, Lincoln, McCook, Minnehaha, Moody, Turner, Union, and Flandreau Santee Sioux Tribe.

Region 2 - Aberdeen Field Office

416 N. Production St.
Aberdeen, SD 57401
Phone: (605) 626-2236

Includes the counties and tribes of: Brown, Codington, Clark, Day, Deuel, Grant, Hamlin, Marshall, Roberts, Spink, and Sisseton Wahpeton Oyate Tribe.

Region 3 - Aberdeen Field Office

416 N. Production St.
Aberdeen, SD 57401
Phone: (605) 626-2031

Includes the counties and tribes of: Campbell, Corson, Dewey, Edmunds, Faulk, Hand, Hughes, Hyde, McPherson, Potter, Stanley, Sully, Walworth, Ziebach, Standing Rock Sioux Tribe, and Cheyenne River Sioux Tribe.

Response Branch:

Region 4 - Rapid City Field Office

2525 W. Main, Suite 213
Rapid City, SD 57703
Phone: (605) 394-2262

Includes the counties and tribes of: Butte, Custer, Fall River, Harding, Lawrence, Meade, Oglala Lakota, Pennington, Perkins, and Oglala Sioux Tribe.

Region 5 - Rapid City Field Office

2525 W. Main, Suite 213
Rapid City, SD 57703
Phone: (605) 394-1210

Includes the counties and tribes of: Aurora, Bennett, Brule, Buffalo, Charles Mix, Douglas, Gregory, Haakon, Jackson, Jerauld, Jones, Lyman, Mellette, Todd, Tripp, Crow Creek Sioux Tribe, Lower Brule Sioux Tribe, Yankton Sioux Tribe, and Rosebud Sioux Tribe.

Region 6 - Mitchell Field Office

PO Box 821
Mitchell, SD 57301
Phone: (605) 995-8163

Includes the counties of: Beadle, Brookings, Bon Homme, Davison, Hanson, Hutchinson, Kingsbury, Miner, Sanborn, and Yankton.

For more information, please contact:

Response Branch Team Leader

SD Office of Emergency Management

- ♦ **South Dakota Duty Officer Program:** The South Dakota Duty Officer Program is an all hazards, single point of contact, incident reporting resource. A Duty Officer (a member of the Pierre SD OEM staff) is on call 24 hours a day, 7 days a week to assist county and tribal emergency managers in fulfilling specific reporting requirements required by various state agencies, locating resources (after the local resources and mutual aid are expended), and assist in linking technical specialists with the local incident command staff.

The scope of the Duty Officer Program includes, but not limited to, actual or impending incidents such as the following:

- Hazardous Materials
- Aircraft Emergency
- Explosive/Terrorism
- Natural Disasters (tornadoes, flooding, and severe weather)
- Structure Fires
- Missing Persons
- Public Health Emergency

Once the Duty Officer is notified of an incident and confirms the needs with the local officials via telephone, he/she will contact the appropriate state agencies' personnel who have the expertise and/or resources required to assist with the incident.

South Dakota Duty Officer Program:

The Duty Officer can be contacted at any time by calling **(605) 773.3231**. If the incident occurs after normal business hours, on weekends, or holidays, dispatchers from South Dakota State Radio will answer your phone call. They will then notify the Duty Officer who will return your call within a few minutes.

When the Duty Officer returns your initial call, the following information may be requested depending on the nature of the incident:

- Description of the incident:
 - What type is it?
 - What materials and quantity are involved?
 - Are there any casualties?
- Location of the incident:
 - What is the physical address or nearest landmark?
 - Are there any waterways, surface water, or sewers impacted?
 - Are there any lives at risk?
 - Are there any evacuations at this time?
- Incident Command:
 - Who is the Incident Commander (IC)?
 - What agency is the IC with?
 - What is the contact number for the IC?

South Dakota Duty Officer Program:

- What resources have been committed to the incident?
- Are all local and mutual aid resources committed?
- What resource is being requested?
 - Specify size, type, and amount.
 - Identify the requesting agency and point of contact (POC) for the agency, with a contact number.
 - Identify the agency with financial responsibility for the incident (governmental entity- local, county, state or a private entity) who will incur the cost for resources requested.

For more information, please contact:

Logistics & Administrative Branch Team Leader

SD Office of Emergency Management

Recovery

Disaster recovery operations should be community driven and commence at the local level. If local jurisdictions do not have the capacity to facilitate holistic disaster recovery, the state may assist.

The South Dakota Recovery Plan (SDRP) will be implemented upon such a request to offer guidance for a quick and efficient recovery. The SDRP establishes the concept of operations and specific responsibilities of state agencies for recovery after a disaster.

Recovery planning at all levels of government defines leadership roles and responsibilities and can assist with coordination and better utilization of existing resources following a disaster to best meet the needs of communities and individuals in their recoveries. Local governments can facilitate improved access to resources and foster coordination among all stakeholders by focusing on nine key functional areas:

- Agricultural and Environmental
- Commodity Points of Distribution
- Community Planning and Capacity Building
- Disaster Recovery Centers
- Economic Support

Recovery:

- Health and Social Services
- Housing
- Infrastructure Systems
- Population Reception

Recovering from a disaster is a gradual process. It is the State's priority during disaster recovery to build healthier, more resilient communities.

For more information, please contact:

Recovery Coordinator

SD Office of Emergency Management

- ♦ **Individual Assistance (IA):** The Individual Assistance (IA) Program may be able to provide financial assistance through grants to individuals and families who sustain damage or develop serious needs due to a Presidential declared disaster. The grants do not need to be repaid and are provided only after verifying the serious needs and necessary expenses cannot be met by insurance, another federal program, or other sources of assistance. The maximum amount awarded is adjusted annually. For FFY 2017, the maximum IA grant an individual could receive is \$33,300.

Serious needs and necessary expenses include:

- Housing
- Personal Property
- Transportation
- Medical and Dental
- Funeral
- Other expenses

The IA program is not intended to provide for the purchase of non-essential, luxury, or decorative items. It is not the intent to return the grant recipient to his/her pre-disaster status or provide assistance for verified pre-existing conditions. The intent of the program is to provide essential living needs for an individual.

Individual Assistance: When Individual Assistance is declared as part of a Presidential disaster declaration, the Small Business Administration (SBA) is also a possible funding source available to make disaster survivors whole again through low interest loans. SBA provides low interest disaster loans to homeowners, renters, businesses of all sizes, and private, non-profit organizations to repair or replace real estate, personal property, machinery and equipment, inventory, and business assets that have been damaged or destroyed in a declared disaster.

For more information, please contact:

Individual Assistance Officer

SD Office of Emergency Management

SD OEM PROGRAMS

- ◆ **Public Assistance (PA):** A Presidential disaster declaration is the beginning of the PA program. A Presidential disaster could be the result of any natural disaster, including floods, tornadoes, winter storms, and potentially wildfires. Once a Presidential disaster is declared, the PA program is initiated. FEMA grants money to the State of South Dakota to help rebuild public related and certain private non-profit infrastructure to pre-disaster design, function, and capacity. In return, SD OEM manages this money and grants the funding to the eligible applicants.

SD OEM works with the county emergency manager to identify eligible applicants in each county. Once eligible applicants are determined, SD OEM ensures proper documentation is archived for audit purposes when all grant funds are paid to the applicant.

Some factors for qualifying for a Presidential disaster declaration include meeting thresholds for countywide and statewide per capita financial impact indicators, as well as, overall magnitude of the disaster.

For more information, please contact:

Public Assistance Officer

SD Office of Emergency Management

- ◆ **Small Business Administration (SBA):** The SBA provides low-interest, long-term disaster loans to homeowners, renters, businesses of all sizes, and private non-profit organizations to repair or replace real estate, personal property, machinery, and equipment, along with inventory and business assets that have been damaged or destroyed in a disaster. There are a variety of ways disaster declarations can be issued to make SBA disaster loans available:
 - The President declares a major disaster or declares an emergency and authorizes federal assistance, including individual assistance.
 - SBA makes a physical disaster declaration, requested by the Governor, based on the occurrence of at least 25 homes or 25 businesses, or a combination of both in a county, which each sustain uninsured losses of forty percent (40%) or more of their estimated fair replacement value or pre-disaster fair market value, whichever is lower; **or** at least three businesses each sustain uninsured losses of forty percent (40%) or more and, as a direct result of such physical damage, twenty five percent (25%) or more of the work force in their community would be unemployed for at least 90 days.

Small Business Administration:

- SBA makes an economic injury disaster declaration in response to a determination of a natural disaster by the Secretary of Agriculture.
- SBA makes an economic injury declaration based upon a Governor certification that at least five small businesses in a disaster area have suffered substantial economic injury as a result of the disaster and are in need of financial assistance not otherwise available on reasonable terms.

For more information, please contact:

Individual Assistance

SD Office of Emergency Management

- ♦ **South Dakota Voluntary Organizations Active in Disaster (SDVOAD):** The purpose of SDVOAD is to bring together voluntary organizations active in disaster services. These organizations foster effective response to people affected by disaster in the state of South Dakota through cooperation, coordination, communication, collaboration, education, and convening meetings and conferences. SDVOAD seeks to ensure the availability of needed services and to encourage uniform, impartial provisions of these services. SDVOAD is an umbrella organization of existing agencies. Each agency maintains its own identity and independence, yet works closely with other agencies to improve services and eliminate duplication of services. The types of services available (but not limited to) are:

- | | |
|----------------------------------|------------------------------------|
| • Animal Food Distribution | • Donation Distribution/Management |
| • Animal Rescue | • Educational Materials |
| • Animal Shelter | • Emergency Financial Assistance |
| • Case Management | • Emergency Services |
| • Child/Elderly Care | • Emergency Supplies |
| • Clothes | • Equipment |
| • Communications/Group Messaging | • Flood Cleanup |
| • Debris Removal | • Hygiene Products/Consumables |
| • Disaster Assessment | • Mass Feeding |
| • Disaster Health Services | • Mass Sheltering |
| • Disaster Welfare Inquiry | |

SD OEM PROGRAMS

South Dakota Voluntary Organizations Active in Disaster (SDVOAD):

- Mental Health Care
- Mental Health Crisis Counseling
- Overnight Shelter
- Rebuild-Repair
- Refrigerated Storage
- Resources and Referral
- Search and Rescue
- Spiritual Care
- Support for Responders
- Training on Disaster Preparation & Recovery
- Transportation
- Volunteer Coordination
- Warehousing

The State Voluntary Agency Liaison (VAL) is the link between the State Office of Emergency Management and the above organizations for planning, preparedness, response, recovery, and mitigation activities. The State VAL develops tools, presentations, and processes to enhance the consistency and capabilities of the organizations to accomplish their missions. The VAL accesses local, state, and federal resources for assistance and coordinates projects with the voluntary organizations.

For more information, please contact:

State Voluntary Agency Liaison

SD Office of Emergency Management

Mitigation

Mitigation is defined as lessening or eliminating the effects of natural disasters on people and property. Mitigation projects can go a long way in preventing loss of life and property damage for future events.

- ♦ **Hazard Mitigation Grant Process (HMGP):** Following a Presidential disaster declaration, the state receives funding for mitigation projects. State, local, and tribal governments and certain private non-profit organizations are eligible to apply for HMGP funds. A few examples of eligible projects include building acquisitions from flood-prone areas, burying power lines, and water drainage improvement projects. A FEMA approved local mitigation plan must be in place with a county before HMGP funds are available. In order for a project to receive HMGP funding, it must have a 1:1 benefit cost ratio and must go through an environmental review process. Up to seventy-five percent (75%) of the eligible project cost can be paid with HMGP funds; the remaining cost must be covered by the applicant with either a hard or soft match. Funding for HMGP is available statewide and projects do NOT have to be specific for the type of event the disaster was declared. State disaster assistance for a portion of the cost share is available to sub-recipients who qualify by meeting certain criteria.

SD OEM PROGRAMS

- ♦ **Pre-Disaster Mitigation (PDM):** FEMA's PDM program was implemented to give state and local governments funding and technical assistance to:
 - Meet state and local mitigation planning requirements outlined in the Disaster Mitigation Act of 2000
 - Complete cost effective hazard mitigation activities that reduce injuries, loss of life, and property damage resulting from a natural disaster.

Pre-Disaster Mitigation funding is available on a yearly basis as appropriated by Congress. This limited funding is available by application for county and tribal governments to complete a local hazard mitigation plan or project. Once a county/tribe has an approved local mitigation plan, PDM funding will be available to the county/tribe. This grant is a competitive nationwide grant. An approved local mitigation plan must be in place before PDM funds or HMGP funds are available in a county/tribe. In order for a project to be approved to receive PDM funding, it must have a 1:1 benefit cost ratio and must go through an environmental review process.

For more information, please contact:

Hazard Mitigation Officer

Office of Emergency Management

- ♦ **National Flood Insurance Program (NFIP):** Flood insurance purchased through NFIP has eased the burden of personal loss by flooding to South Dakota individuals since 1978. The NFIP is a self-supporting program. The operating expenses and flood insurance claims are not paid by the taxpayer, but through premiums collected for flood insurance policies.

Individuals are able to purchase flood insurance from local insurance agents as long as the community in which they live, or a county if a rural residence, participates in the NFIP. To participate in the NFIP, a community/county must submit an application to the State NFIP Coordinator. Once reviewed by state staff, the applications are sent to FEMA for approval. Applications must include adopted resolutions or ordinances to regulate new construction and Special Flood Hazard Areas (SFHA). SFHAs are at risk for flooding and are determined by a flood study. The community is then given six months to adopt the base flood elevations in its local zoning and building ordinances and to meet other requirements.

- ♦ **Flood Mitigation Assistance (FMA):** FEMA's FMA provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under the NFIP.

FEMA encourages communities to identify ways to reduce their risk of flood damage by preparing Flood Mitigation Plans. Plans must assess flood risk and identify actions to reduce that risk. A project must be physically located in a participating NFIP community or must reduce future flood damages in an NFIP community.

For more information, please contact:

NFIP Coordinator

SD Office of Emergency Management

Thank you for taking the time to read the South Dakota Office of Emergency Management Program Guide. It is our hope you will find this Guide useful as it explains the vast programs and responsibilities of our office. The Program Guide provides a very brief overview of the programs; additional information regarding these programs can be obtained by contacting our office.

Please provide any feedback you may have, we appreciate hearing from you and comments you provide allows us to improve the current Guide.

- Tina A. Titze, Director

SD Office of Emergency Management

